



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2976 PUMP STATION OPERATOR
MONTHLY SALARY: \$3637 to \$4341**

APPLICATION FILING PERIOD: FIRST DATE: March 4, 2011

LAST DATE: April 7, 2011

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: Pump Station Operator positions operate wastewater pump stations by controlling equipment via a computer control system, monitoring operations of automatically controlled systems, and by manually operating equipment not connected to the control system; starting and stopping pumps, valves, compressors, blowers and monitors; operating sluice gates; controlling traveling screens and conveyors; monitoring and adjusting equipment operation to meet abnormal conditions; diagnosing process problems and malfunctions and taking corrective action; monitoring various recorders, indicators, and equipment; physically inspecting equipment and pump station grounds to read and record gauges, identifying abnormal conditions, and ensuring station security; recording and tabulating data on pump station operating logs; completing forms; reading, recording and interpreting data from meters, gauges and control systems; performing minor repairs on pumps, motors, chemical feeders, and other related equipments; making adjustments on equipment to ensure proper pump station operation and equipment maintenance; keeping pump station equipment clean and orderly; and performing other related duties as assigned.

Note: Pump Station Operator positions will be required to work nights, weekends, holidays and rotating shifts for which they receive 5% additional pay.

REQUIREMENTS: For each position, you must meet the following requirements on the date you apply, unless otherwise indicated.

EXPERIENCE:

1. Two years of full-time experience related to any of the following:
 - a. Operation of a 1 MGD or higher water/wastewater treatment plant or pump station.
 - b. Responsibility for the daily operation of a marine power plant and repairs on marine ships.
 - c. Maintenance and repair of large hydraulic pumps (500 GPM or higher), electric motors (480-5kv), and pneumatic equipment such as air compressors, hydro-pneumatic tanks, hydraulic oil accumulator systems and air gap tanks.
 - d. Operation and maintenance of manufacturing processes that include hydraulic systems, pumps, pneumatic equipment and Supervisory Control and Data Acquisition (SCADA) type computer systems.

-OR-

2. Possession of a Grade II or higher Water Treatment Operator or Wastewater Treatment Plant Operator certificate issued by the State of California. Certificates issued more than two years prior to application must have a valid renewal attached.

Proof of certification must be submitted to the Personnel Department at time of application.

State requirements information for a Grade II certificate may be obtained as follows:

Wastewater Treatment Plant Operator Certificate:

MAIL: Office of Operator Certification; State Water Resources Control Board; P.O. Box 944212, Sacramento, CA 94244 PHONE: (916) 341-5819

WEBSITE: http://www.swrcb.ca.gov/water_issues/programs/operator_certification/cert.shtml

Water Treatment Operator Certificate:

MAIL: California Department of Public Health; Operator Certification Program; P.O. Box 997377, MS 7417, Sacramento, CA 95899 PHONE: (916) 449-5611

WEBSITE: <http://www.cdph.ca.gov/certlic/occupations/Pages/DWopcert.aspx>

NOTE: Applicants who have applied to take the State of California Water Treatment Operator or Wastewater Treatment Plant Operator examination may apply now, but must submit proof of the State's acceptance to the Personnel Department at time of application. Applicants who have an equivalent Water Treatment Operator or Wastewater Treatment Plant Operator certificate issued from another state must file for a California Grade II certificate prior to submitting an application. Proof of filing must be submitted to the Personnel Department at time of application. **Applicants will be placed in an "inactive" status and will not be considered for appointment until proof of certification is submitted to the Personnel Department.**

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LICENSE: A valid California Class C Driver License **is required at time of hire.**

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You must also submit a completed **DATA ENTRY FORM**. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do **not** have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Indicate if you have a valid Grade II or higher Water Treatment Operator or Wastewater Treatment Plant Operator certificate issued by the State of California. **Proof of certification must be submitted to the Personnel Department at time of application.**
2. Describe your experience operating a water or wastewater treatment plant or pump station 1 MGD or higher. Include a description of the systems operation, types of pumps, motors and hydraulic equipment involved.
3. Describe your experience in marine power plant operations. Detail your responsibilities in the daily plant operation and any repair work you performed on large marine ships. Include a description of the power plant, types of pumps, motors and hydraulic equipment involved. Specify the types of ships on which you worked.
4. Describe your experience performing on-site maintenance and repair of the equipment listed below.
 - a. Large hydraulic pumps (500 GPM or above)
 - b. Electric motors (480-5kv)
 - c. Pneumatic equipment
5. Describe your experience in the operation and maintenance of equipment used in manufacturing processes listed below.
 - a. Hydraulic systems
 - b. Pumps
 - c. Pneumatic equipment
 - d. SCADA type computer systems
6. Describe your experience utilizing Computer Maintenance Management System (CMMS).

CJA/March 4, 2011{NOL}/Class 1372

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

IMPORTANT: READ REVERSE SIDE

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER